

## **Program A: Management and Finance**

Program Authorization: R.S. 36:626

### **Program Description**

The Office of Management and Finance provides support services for the Office of the Commissioner and his immediate staff and for the other offices of the Louisiana Department of Agriculture and Forestry. Support services provided include: fiscal, legal, procurement, property control, personnel and payroll, fleet and facility management, auditing, management information systems, print shop and mail room, document imaging and district office clerical support. The food distribution program provides services for recipient agencies.

The Office of Management and Finance goals are listed below:

1. Ensure that services are provided in a timely, effective and accurate manner and in compliance with applicable laws, rules and regulations.
2. Enhance the ability of each office within the department to meet its goals through information systems management and use of technology.
3. Preserve and protect state resources allocated to the department by maintaining effective property control, auditing, and fiscal management practices.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$9,473,508	\$9,395,664	\$9,395,664	\$9,741,483	\$6,733,409	(\$2,662,255)
STATE GENERAL FUND BY:						
Interagency Transfers	5	0	0	0	0	0
Fees & Self-gen. Revenues	1,276,611	2,950,993	2,950,993	2,901,935	3,010,100	59,107
Statutory Dedications	2,393,600	1,441,807	1,441,807	1,196,822	1,133,753	(308,054)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	2,299,571	1,783,886	1,783,886	1,783,886	1,661,636	(122,250)
TOTAL MEANS OF FINANCING	<b>\$15,443,295</b>	<b>\$15,572,350</b>	<b>\$15,572,350</b>	<b>\$15,624,126</b>	<b>\$12,538,898</b>	<b>(\$3,033,452)</b>
EXPENDITURES & REQUEST:						
Salaries	\$5,311,928	\$4,814,714	\$4,814,714	\$4,918,411	\$5,624,965	\$810,251
Other Compensation	255,399	246,293	246,293	246,293	246,293	0
Related Benefits	3,545,564	3,919,128	3,919,128	2,905,086	2,438,370	(1,480,758)
Total Operating Expenses	3,998,310	2,857,848	2,857,848	2,929,008	1,132,443	(1,725,405)
Professional Services	162,381	131,200	131,200	134,467	131,200	0
Total Other Charges	1,654,653	3,603,167	3,603,167	3,486,061	2,965,627	(637,540)
Total Acq. & Major Repairs	515,060	0	0	1,004,800	0	0
TOTAL EXPENDITURES AND REQUEST	<b>\$15,443,295</b>	<b>\$15,572,350</b>	<b>\$15,572,350</b>	<b>\$15,624,126</b>	<b>\$12,538,898</b>	<b>(\$3,033,452)</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	109	117	117	117	117	0
Unclassified	14	6	6	6	6	0
<b>TOTAL</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>0</b>

## SOURCE OF FUNDING

This program is funded with State General Fund, Fees and Self-generated Revenues, Statutory Dedications, and Federal Funds. Fees and Self-generated Revenues are derived from rental space to the Office of State Employees Group Benefits, and Miscellaneous insurance and other reimbursements, such as employee use of state vehicles from domicile to place of business. Statutory Dedications are derived from the fertilizer Commission Fund from tonnage fees on fertilizer and are dedicated to building an Agriculture Center. (Per R. S. 39:32B(8), see table below for a listing of expenditures out of each Statutory Dedicated Fund.) Federal Funds are derived from indirect costs received from federal programs within various offices, Federal Container Salvage Funds, and temporary Emergency Food for Needy Families.

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Fertilizer Commission Fund	\$2,393,600	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Deficit Elimination Fund	\$0	\$441,807	\$441,807	\$0	\$0	(\$441,807)

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$9,395,664</b>	<b>\$15,572,350</b>	<b>123</b>	<b>ACT 13 FISCAL YEAR 2002-2003</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	0	Description or None
\$0	\$0	0	Description
<b>\$9,395,664</b>	<b>\$15,572,350</b>	<b>123</b>	<b>EXISTING OPERATING BUDGET - December 2, 2002</b>
\$0	\$59,107	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$397,930	\$580,569	0	Risk Management Adjustment
(\$4,771)	(\$4,771)	0	Legislative Auditor Fees
(\$3,338)	(\$3,338)	0	UPS Fees
\$748,433	\$1,026,785	0	Salary Base Adjustment
(\$135,873)	(\$135,873)	0	Attrition Adjustment
(\$863,537)	(\$863,537)	0	Salary Funding from Other Line Items
(\$614,663)	(\$736,913)	0	Group Insurance Adjustment
(\$1,879,132)	(\$1,879,132)	0	Reductions due to Executive Order MJF 200-29
\$0	(\$883,613)	0	Other Adjustments - Premium adjustments for Group Benefits
(\$192,736)	(\$192,736)	0	Other Adjustments - Reductions to fund Retirement
(\$114,568)	\$0	0	Net Means Of Financing Substitutions - Horticulture project
<b>\$6,733,409</b>	<b>\$12,538,898</b>	<b>123</b>	<b>TOTAL RECOMMENDED</b>
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$6,733,409</b>	<b>\$12,538,898</b>	<b>123</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004</b>
			<b>SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:</b>
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>

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**MAJOR FINANCIAL CHANGES**

<b>GENERAL FUND</b>	<b>TOTAL</b>	<b>T.O.</b>	<b>DESCRIPTION</b>
\$6,733,409	\$12,538,898	123	GRAND TOTAL RECOMMENDED

## PROFESSIONAL SERVICES

\$115,200	Legal Services - To represent the Department in legal proceedings. (Gelpi; Bryan & Jupiter; Seale, Smith, Zuber,& Barnette; Rodney, Bordenave, Boykin)
\$16,000	Home town Productions - Video production and broadcasts of informational segments relating to agricultural issues.
<b>\$131,200</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

**OTHER CHARGES**

\$737,020	Temporary Emergency Food Assistance Program for providing commodities to organizations for household consumption by low income individuals
\$8,000	Reimbursements of funds to the Federal government for bonus commodities which are spoiled and damaged by local government units
<b>\$745,020</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$57,717	UPS Fees
\$145,322	Legislative Auditor Fees
\$2,017,568	Risk Management Fees
<b>\$2,220,607</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$2,965,627</b>	<b>TOTAL OTHER CHARGES</b>

## **ACQUISITIONS AND MAJOR REPAIRS**

This program does not have any funding for Acquisitions and Major Repairs for Fiscal Year 2003-2004.

### **TOTAL ACQUISITIONS AND MAJOR REPAIRS**